



Australian Government

BSB31115 Certificate III in Business Administration (Medical)

Release 2

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Modification History

Release	Comments
Release 2	This qualification first released with BSB Business Services Training Package Version 3.0. Version created to update codes and titles in unit list.
Release 1	This qualification first released with BSB Business Services Training Package Version 1.0.

Qualification Description

This qualification is suitable for those working in various medical administration contexts. Individuals may exercise discretion and judgement using appropriate knowledge to provide technical advice and support to a team.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this qualification at the time of publication.

Entry Requirements

Nil

Packaging Rules

Total number of units = 13

2 core units plus

11 elective units, of which:

- 5 elective units must be selected from the Group A units listed below
- 4 elective units must be selected from the Group B units listed below
- 2 elective units may be selected from Group A, Group B or Group C units listed below, or any currently endorsed Training Package or accredited course at the same qualification level or one level higher or lower.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome.

Core Units

BSBITU307 Develop keyboarding speed and accuracy

BSBWHS201 Contribute to health and safety of self and others

Elective Units

Group A units

BSBMED301 Interpret and apply medical terminology appropriately

BSBMED302 Prepare and process medical accounts

BSBMED303 Maintain patient records

BSBMED304 Assist in controlling stocks and supplies

BSBMED305 Apply the principles of confidentiality, privacy and security within the medical environment

BSBMED401 Manage patient record keeping system

Group B units

BSBADM307 Organise schedules

BSBFIA302 Process payroll

BSBFIA303 Process accounts payable and receivable

BSBFIA304 Maintain a general ledger

BSBITU306 Design and produce business documents

BSBITU309 Produce desktop published documents

BSBITU312 Create electronic presentations

BSBITU313 Design and produce digital text documents

BSBITU314 Design and produce spreadsheets

BSBWRT301 Write simple documents

Group C units

BSBADM302 Produce texts from notes
 BSBADM303 Produce texts from audio transcription
 BSBADM311 Maintain business resources
 BSBCMM301 Process customer complaints
 BSBCUS301 Deliver and monitor a service to customers
 BSBDIV301 Work effectively with diversity
 BSBFIA301 Maintain financial records
 BSBINM301 Organise workplace information
 BSBINM302 Utilise a knowledge management system
 BSBINM303 Handle receipt and despatch of information
 BSBINN201 Contribute to workplace innovation
 BSBITU311 Use simple relational databases
 BSBITU315 Purchase goods and services online
 BSBPRO301 Recommend products and services
 BSBSUS201 Participate in environmentally sustainable work practices
 BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements
 BSBWOR204 Use business technology
 BSBWOR301 Organise personal work priorities and development
 BSBWOR302 Work effectively as an off-site worker

Qualification Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSB31115 Certificate III in Business Administration (Medical) Release 2	BSB31115 Certificate III in Business Administration (Medical) Release 1	Updated codes and titles in unit list	Equivalent qualification

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>